



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE**

Davy Crockett Tower
500 James Robertson Parkway
Nashville, Tennessee 37243-1162

Phone: 615-741-2981
Fax: 741-1583

ASSISTANT TO THE COMMISSIONER

The following persons shall be assistants to the commissioner. Place a check by the appropriate designation (one check only):

- ☐ 1) The fire marshal or chief of the fire department of an incorporated city or place. Where both positions exist, only one person can be appointed. *Requires signature of city mayor/manager.*
- ☐ 2) The chief of a private fire company organized within a municipality. *Requires signature of Chief Executive Officer (CEO).*
- ☐ 3) The mayor of an incorporated place having no fire chief or fire marshal.
- ☐ 4) The chief of a county-wide fire department. *Requires signature of county mayor/executive.*
- ☐ 5) The chief of an incorporated fire department whose fire response district has been established and approved by the county mayor. *Requires signature of county mayor/executive or fire department chief executive.*
- ☐ 6) In an incorporated city or place with no fire marshal, a fire marshal from another local government. *Requires city mayor/manager or county mayor/executive signature.*

Assistant to the
Commissioner:

Name Title

Fire Department Name

Mailing Address:

Street

City, State, Zip Code Phone

I acknowledge the above named person's claim of office.

Signature of City Mayor/Manager, County Mayor/Executive or CEO Title

City, County, or Corporation Name Date

Note: The assistant must complete a sixteen hour course presented by the Tennessee Fire Service and Codes Enforcement Academy within one year from the date of appointment by the commissioner of the Department of Commerce and Insurance. The recipient shall surrender the certificate within 10 days after vacating the office.

Return original to the address above.